

INDIANA STATE PERSONNEL DEPARTMENT

Job #: **070-01**

Location: Downtown Indianapolis

Division: Employee Relations; AA/EEO/ADA

Job Duties: Assist in the development, organization or execution of projects/assignments in the Employee Relations AA/EEO/ADA Section of the State Personnel Department (SPD), such as assisting with preparations or last minute logistics for special events and/or educational programs. Investigate and prepare responses to inquiries or complaints as needed. Responsibilities may include creating and/or distributing informational materials, contacting and/or meeting with individuals, fielding questions, drafting letters, researching subject matter, or carrying out specific tasks during a program or event. Additional assignments and duties will be attending relevant training programs, meetings and assisting other division within SPD as assigned.

Minimum Qualifications: Knowledge and/or experience in the area of Affirmative Action, Equal Employment Opportunity and Americans with Disability Act helpful.

INDIANA STATE PERSONNEL DEPARTMENT

Job #: **070-02**

Location: Downtown Indianapolis

Division: Communications

Job Duties: Work directly for the Communications Director in developing a new internal communications portal, as well as other projects within the Communications Division. Additional duties with other divisions within the State Personnel Department as assigned.

Minimum Qualifications: Should be working toward a degree in Marketing and/or Communications. Web Design experience helpful.
